



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Agricultural and Small Business Development Authority

Sub-Section:

TITLE: Agricultural Product Utilization Contributor Tax Credit Program Records

CUTOFF: EOFFY

DESCRIPTION: The Missouri Agricultural and Small Business Development Authority is authorized to grant Agricultural Product Utilization Contributor Tax Credits in an amount up to 100 percent of a contribution from a person, partnership, corporation, trust, limited liability company or other donor. The contribution must be made to the authority to be used for financial or technical assistance to rural agricultural business concepts as approved by the authority. Records include but are not limited to guidelines and application form, verification of Contribution (form 888), and request for transfer (Missouri form T). Records produced per 348.430 and 348.414 RSMo.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18166

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013

TITLE: Agriculture Business Development Fund Financial Statements

CUTOFF: End of State Fiscal Year

DESCRIPTION: These financial statements are created by MASBDA. These are the original copy of the financial statements for this program. The US government passed the powers to the states through a "Use Agreement" to manage the program. Every year a report is sent to the United States Department of Agriculture to make sure the program is administered per the "Use Agreement". One copy will be sent to the Missouri state Archives.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23382

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Agricultural and Small Business Development Authority

Sub-Section:

TITLE: Alternative Loan Program Files

CUTOFF: EOSFY in which loan payoff is completed

DESCRIPTION: The Missouri Department of Agriculture offers direct loans through the Agriculture Development Fund to finance the production, processing and marketing needs of an alternative agricultural enterprise. Records to include: application, financials from the applicant, credit report, copies of receipts for the applicants purchases, Secretary of State UCC filings, and any other financial information the board feels that may be needed to approve the loan.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23383

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011

TITLE: Animal Waste Loan Program Records

CUTOFF: EOFFY in which loan payoff is completed

DESCRIPTION: The purpose of the Animal Waste Treatment System Loan Program is to finance animal waste treatment systems for independent producers of livestock and poultry at below conventional interest rates. Records include, but are not limited to application, paid off loans, copies of expenses, income expense journals and bank statements. Records produced per 348.220 RSMo.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18170

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013

TITLE: Beginning Farmer Loan Program Records

CUTOFF: EOSFY in which loan payoff is completed

DESCRIPTION: The Beginning Farmer Loan Program is a tax-exempt bond program designed to assist beginning farmers to acquire agricultural property at lower interest rates. Records include, but are not limited to application, paid off loans, copies of expenses, income and expense journals, and bank statements. Records produced per 30.750 RSMo.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18169

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013



Agency Records Disposition Schedule

Department: Department of Agriculture

Section:

Division: Agricultural and Small Business Development Authority

Sub-Section:

TITLE: New Generation Cooperative Incentive Tax Credit Program Records

CUTOFF: EOSFY

DESCRIPTION: In Missouri, New Generation Cooperative Incentive Tax Credits are used to induce producer member investment in new generation processing entities. Records include, but are not limited to application and tax credit certificate. Records produced per 348.432 RSMo.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18172

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013

TITLE: Single Purpose Animal Facilities Loan Guarantee Files

CUTOFF: EOSFY in which loan payoff is completed

DESCRIPTION: The Missouri Agricultural and Small Business Development Authority provides a 50 percent first-loss guarantee on collateralized loans up to \$250,000 that lenders make to independent livestock producers to finance the acquisition, construction, improvement, rehabilitation, or operation of land, buildings, facilities, equipment, machinery, and animal waste facilities used to produce poultry, hogs, beef or dairy cattle or other animals in a single purpose animal facility. Record to include, but may not be limited to Accounting Reports and Journals.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18175

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011
